



## Requesting COVID-19 Relief for South Dakota Small Business's

<p>Receiving COVID-19 Relief Funds from the State of South Dakota is a simple online process. This document will help guide you through the steps to submit an application to request relief funding.</p>	<p><b>Steps to request COVID-19 Relief Funding:</b></p> <ol style="list-style-type: none"> <li>1. Self-register and login to the portal to answer application questions</li> <li>2. Provide required documentation</li> <li>3. Submit your application</li> <li>4. Electronically sign Subrecipient Agreement</li> </ol> <p><b>Resources available for assistance:</b></p> <p><b>Help line:</b> (605) 937-7243 Open 8AM – 5PM central time Monday through Friday</p> <p><b>Email Business Grants:</b> <a href="mailto:COVID.HEALTHCAREGRANTS@state.sd.us">COVID.HEALTHCAREGRANTS@state.sd.us</a></p> <p><a href="https://covid.sd.gov/">https://covid.sd.gov/</a>: For program communications, trainings, application, frequently asked questions</p>
<p>1. Go to the South Dakota COVID-19 website and click on Small Business &amp; Healthcare Grants: <a href="https://covid.sd.gov/">https://covid.sd.gov/</a></p>	 <p>The screenshot shows the 'COVID-19 in South Dakota' website. At the top, there's a blue header with the title. Below it, an orange banner contains contact information. The main content area includes a video player on the left and a text block on the right. At the bottom, there are several orange buttons for navigation. The 'Small Business &amp; Healthcare Grants' button is highlighted with a red box, and a blue circle with the number 1 is placed next to it.</p>
<p>2. Click on Apply Now.</p>	 <p>The screenshot shows the 'Small Business &amp; Healthcare Grants' page. The title is centered at the top in a large, dark font. Below the title, there is a blue circle with the number 2 and a red 'Apply Now' button with a checkmark icon.</p>

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3. Populate data on the Self-Registration screen.

4. Click on Submit.

### **IMPORTANT:**

- Business owners and providers with multiple TINs must complete one application for each TIN
- Each application requires a unique registration and username
- Applicants may create multiple usernames under the same email address. However, each username must be unique and must be in "email address" format: [jsmith@example.com](mailto:jsmith@example.com)

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**covid.sd.gov**

**Register**

\* First Name  
First Name

\* Last Name  
Last Name

\* Email  
Enter a valid email...

\* Username  
Enter a valid Username...

Phone  
Phone Number...

\* Business Name  
Business Name...

\* Password  
Password...

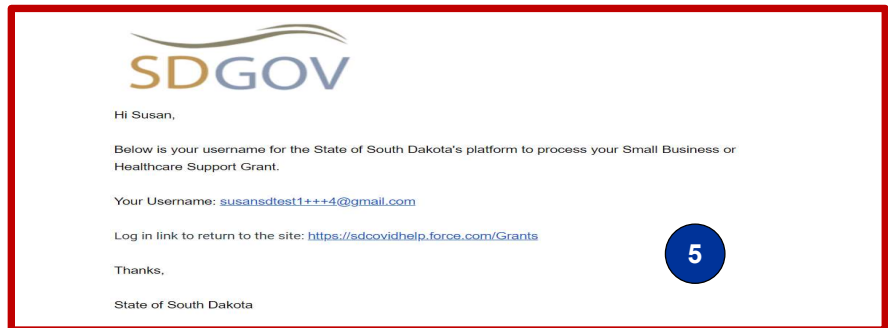
\* Confirm Password  
Confirm Password...

Passwords must be at least 10 characters and include at least one letter and one number.

**Submit**

Already have an account?

5. Upon registering, you will receive a welcome email.



6. Click on Small Business.



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7. Select and complete each section. As you complete a section, it will update to green indicating it has been completed. You can revisit completed sections and make updates as needed.

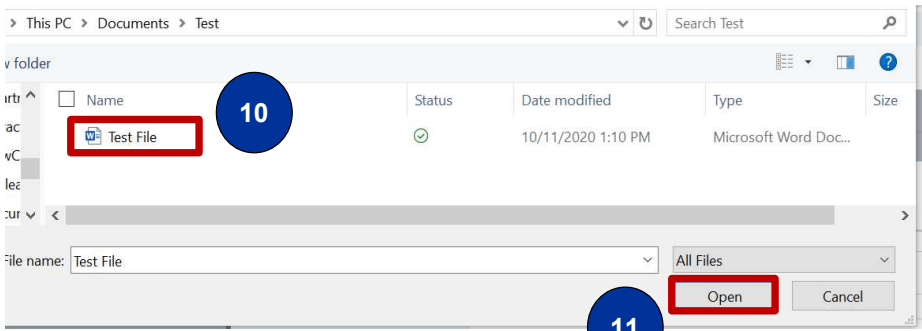
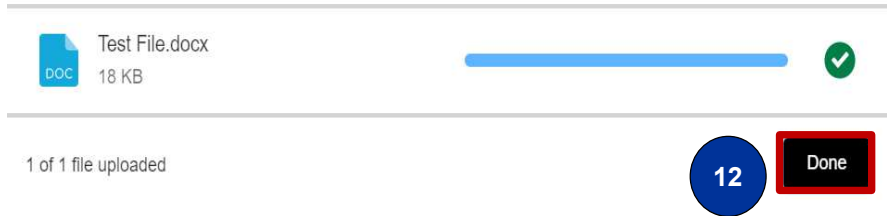
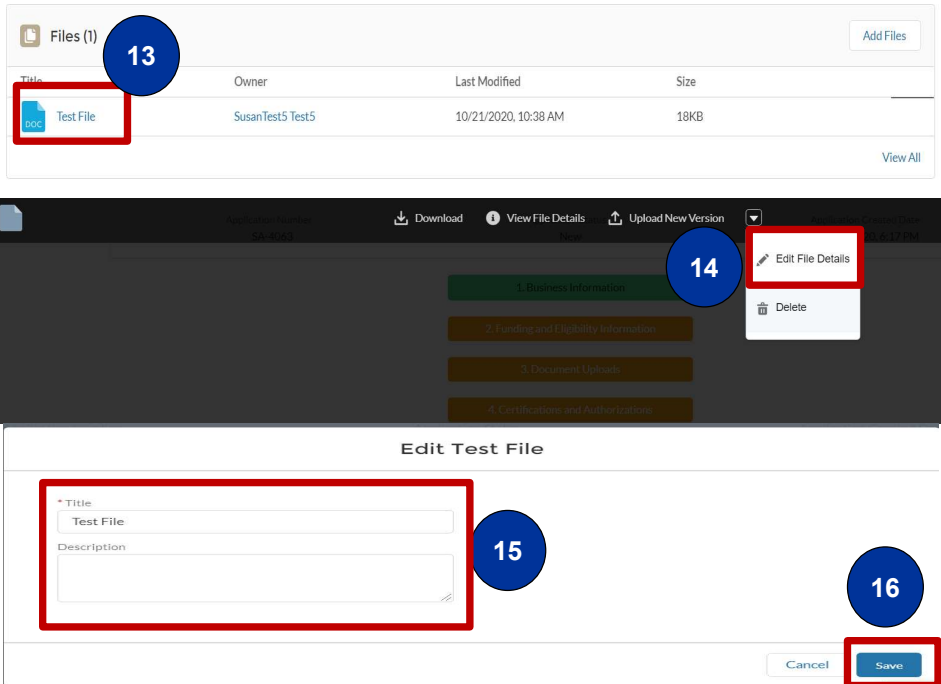
8. To upload Required Documentation, click on Add Files in the Files section.

The screenshot shows the 'SMALL BUSINESS APPLICATION' form on the SDGOV website. At the top, the SDGOV logo is displayed. Below it, the form title 'SMALL BUSINESS APPLICATION' is centered. A header bar contains three fields: 'Application Number' (SA-0081), 'Application Status' (New), and 'Application Created Date' (10/11/2020, 9:58 AM). The main content area features a vertical list of six orange buttons: '1. Business Information', '2. Ownership Information', '3. Funding and Eligibility Information', '4. Additional Assistance Information', '5. Required Documentation', and '6. Certifications and Authorizations'. A red box highlights these buttons, and a blue circle with the number '7' is placed to the left. Below the buttons is a 'Submit' button. At the bottom, there is a 'Files (0)' section with a table header (Title, Owner, Last Modified, Size) and an 'Add Files' button highlighted with a red box. A blue circle with the number '8' is placed to the right of the 'Add Files' button.

9. Click on Upload Files.

The screenshot shows the 'Select Files' dialog box. At the top, the title 'Select Files' is centered. Below it, there is a search bar with the placeholder text 'Search Files...'. On the left side, there is a list of filters: 'Owned by Me', 'Shared with Me', 'Recent', and 'Following'. The 'Upload Files' button is highlighted with a red box, and a blue circle with the number '9' is placed to its right. The main area of the dialog box contains the text 'You don't have any files here. Try a different filter, or upload a file.' At the bottom, there is a status bar that says '0 of 10 files selected' and two buttons: 'Cancel' and 'Add'.

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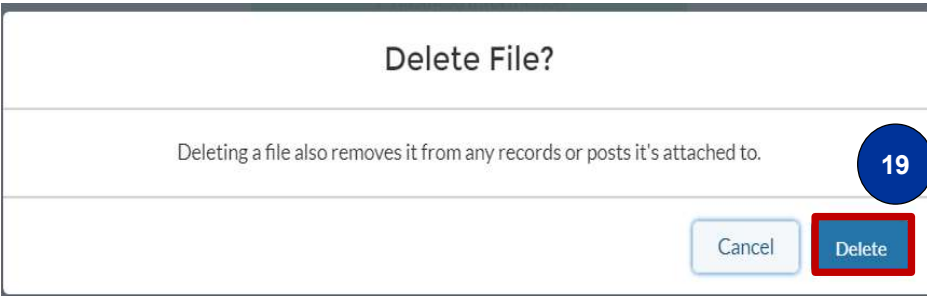
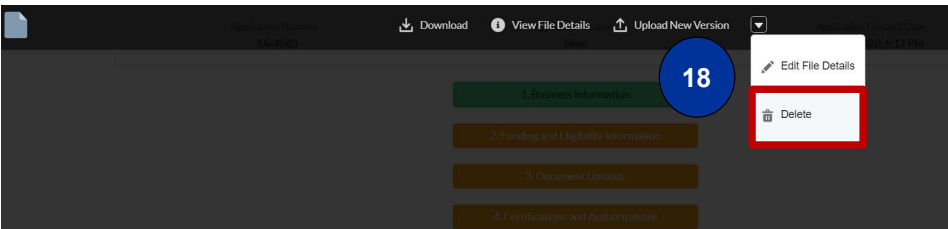
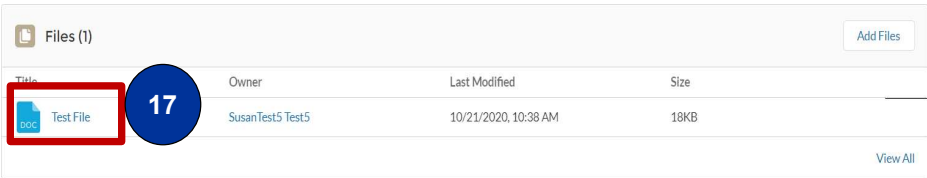
<p>10. Select the file you want to upload.</p> <p>11. Click on Open <u>or</u> double click on the file. You can also select multiple files at once to upload.</p>	
<p>12. Once the file is successfully uploaded click on Done.</p> <p>Repeat the upload steps to upload all the required documents.</p>	
<p>13. If you want to Edit the name of the file or add a description, click on the file link.</p> <p>14. Click on the dropdown at the top of the page and select Edit File Details.</p> <p>15. Enter a new Title and/or add description information. Click on Save to save changes.</p> <p>16. Click Save</p>	

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17. To delete a file, click on the file link.

18. Click on the dropdown at the top of the page and select Delete.

19. Click on Delete to delete the file from your application.

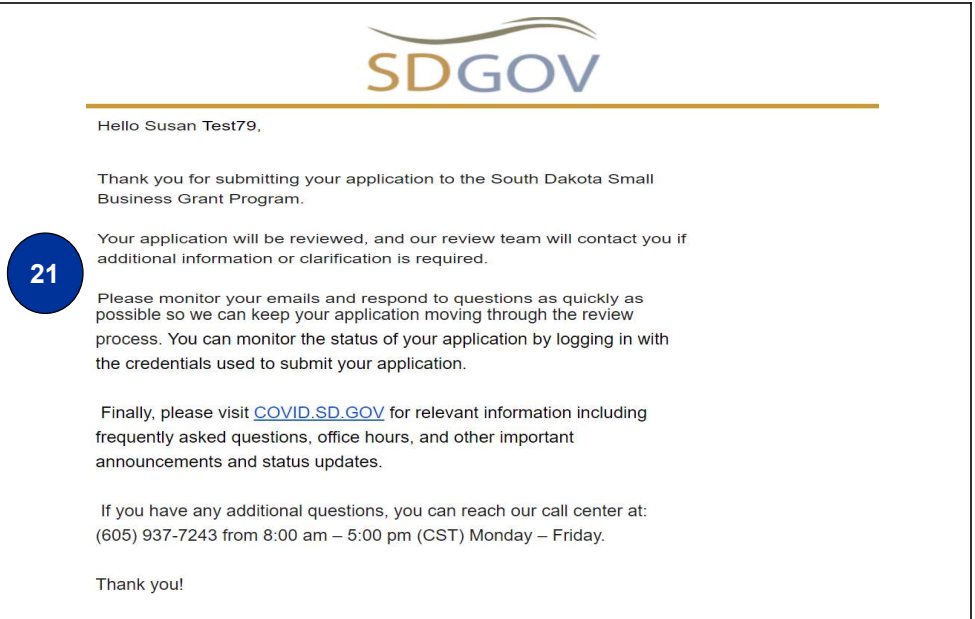


20. Once all sections have been completed and all required documents have been uploaded, click on Submit to submit your application.



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21. Once you submit your application, you will receive an email confirmation from SD Small Business Grants.

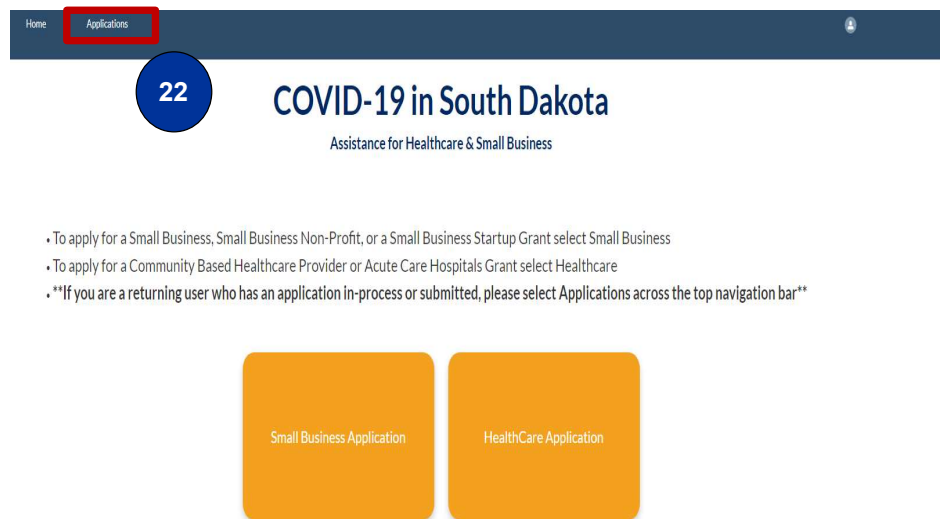


The screenshot shows an email from SDGOV. At the top is the SDGOV logo. Below it, the text reads: "Hello Susan Test79," followed by "Thank you for submitting your application to the South Dakota Small Business Grant Program." A blue circle with the number 21 highlights the following text: "Your application will be reviewed, and our review team will contact you if additional information or clarification is required." Below this, it says: "Please monitor your emails and respond to questions as quickly as possible so we can keep your application moving through the review process. You can monitor the status of your application by logging in with the credentials used to submit your application." Then, "Finally, please visit [COVID.SD.GOV](https://COVID.SD.GOV) for relevant information including frequently asked questions, office hours, and other important announcements and status updates." Next, "If you have any additional questions, you can reach our call center at: (605) 937-7243 from 8:00 am – 5:00 pm (CST) Monday – Friday." The email ends with "Thank you!"

22. If you exit your application prior to submitting, you log back into the portal and continue where you left off. Go to this URL and click on the Applications tab:

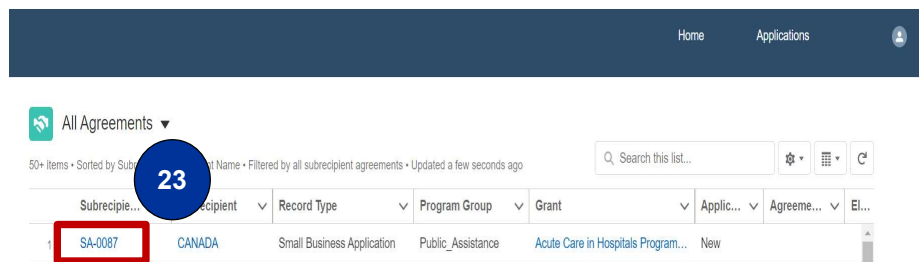
<https://sdcovidhelp.force.com/Grants/s/login/>

You can also follow these steps to check your application status once submitted.




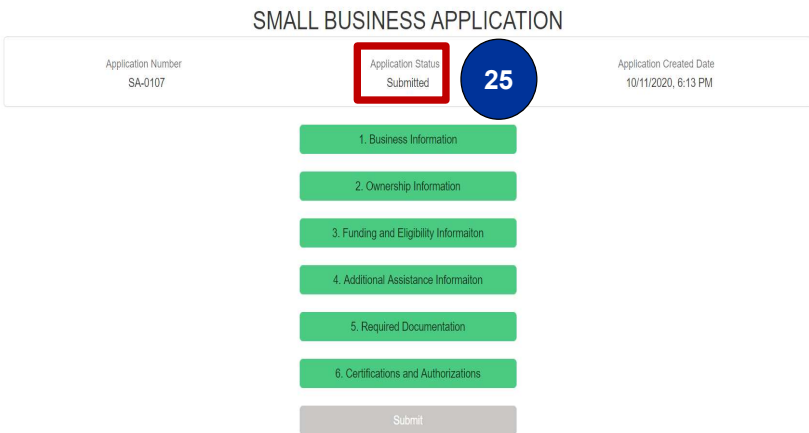
The screenshot shows the "COVID-19 in South Dakota" portal. At the top is a dark blue navigation bar with "Home" and "Applications" (highlighted with a red box). Below the bar is a blue circle with the number 22. The main heading is "COVID-19 in South Dakota" with the subtitle "Assistance for Healthcare & Small Business". Below this are three bullet points: "• To apply for a Small Business, Small Business Non-Profit, or a Small Business Startup Grant select Small Business", "• To apply for a Community Based Healthcare Provider or Acute Care Hospitals Grant select Healthcare", and "• \*\*If you are a returning user who has an application in-process or submitted, please select Applications across the top navigation bar\*\*". At the bottom are two orange buttons: "Small Business Application" and "HealthCare Application".

23. Your application will be listed, click on the ID to open your application.



The screenshot shows a list of applications. At the top is a dark blue navigation bar with "Home" and "Applications" (highlighted with a red box). Below the bar is a blue circle with the number 23. The main heading is "All Agreements" with a dropdown arrow. Below this is a search bar and a table of applications. The table has columns: "Subrecipient", "Record Type", "Program Group", "Grant", "Applic...", "Agreeme...", and "El...". The first row is highlighted with a red box and contains the following data: "SA-0087", "CANADA", "Small Business Application", "Public Assistance", "Acute Care in Hospitals Program...", and "New".

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<p>24. If your Application Status is set to New or Returned, you can make updates to your application sections and submit the application.</p>	 <p>The screenshot shows the 'SMALL BUSINESS APPLICATION' page on the SDGOV website. A blue circle with the number '24' is in the top right corner. The 'Application Status' is highlighted with a red box and shows 'New'. Below the status bar are six numbered steps: 1. Business Information, 2. Ownership Information, 3. Funding and Eligibility Information, 4. Additional Assistance Information, 5. Required Documentation, and 6. Certifications and Authorizations. A 'Submit' button is at the bottom.</p>
<p>25. If your Application Status is set to Submitted, you can access the sections to view but you <u>cannot</u> make updates.</p> <p><b>Application Status:</b>  <b>New</b> –Have not submitted  <b>Submitted</b> – Submitted &amp; under review  <b>Returned</b> – Needs edits  <b>Ineligible</b> – Not eligible for funding  <b>Application Sent for Final Review</b> – Eligible for funding</p>	 <p>The screenshot shows the 'SMALL BUSINESS APPLICATION' page on the SDGOV website. A blue circle with the number '25' is in the top right corner. The 'Application Status' is highlighted with a red box and shows 'Submitted'. Below the status bar are six numbered steps: 1. Business Information, 2. Ownership Information, 3. Funding and Eligibility Information, 4. Additional Assistance Information, 5. Required Documentation, and 6. Certifications and Authorizations. A 'Submit' button is at the bottom.</p>
<p>26. After you've submitted your application you will receive an email containing a link to your COVID Relief Agreement for signature.</p> <p>27. Click on the View Document link to view and <b>SIGN</b> the Agreement.</p>	 <p>The screenshot shows the 'Please Sign Documents' page on the SDGOV website. A blue circle with the number '26' is in the top right corner. The page text states: 'Coastal Cloud has sent Covid Relief Agreement Test Account.docx for your signature.' It then says: 'Thank you for submitting your application for the State of South Dakota Small Business and Healthcare Grants program. Please click on the link below to review and sign the grant agreement. Please review this agreement carefully and, at your option, consult with your attorney prior to signing. You should understand your receipt of this agreement via email does not mean the State of South Dakota has made a final determination that your business is eligible for funding, or what your actual grant amount, if any, will be. However, as your business cannot receive funds until we have your signed agreement on file, completing this step now will ensure you receive any grant your business does qualify for as quickly as possible in the future.' At the bottom, it says: 'Please click on the button below to start the signing process. To reassign the signer, <a href="#">click here</a>'. A blue circle with the number '27' is in the bottom left corner, and a red box highlights the 'View Document' button.</p>



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<p>28. While being reviewed, if edits are required for your application, you will receive an email with comments as to what needs to be edited. Log back into the portal following instructions above. Make any necessary edits and Submit your application again.</p>	<p>Dear Tyler Martin,</p> <p>Your application has been returned for rework. Please see the comments below for a list of missing information and/or clarification required for the State to continue reviewing your application. Your application will not continue in the review process until you provide all information requested. If you require additional assistance, please reach out to the Small Business &amp; Healthcare Grants help line or send an email to the appropriate address:</p> <ul style="list-style-type: none"> <li>• Businesses Grants: <a href="mailto:COVID.BIZGRANTS@state.sd.us">COVID.BIZGRANTS@state.sd.us</a></li> <li>• Healthcare Grants: <a href="mailto:COVID.HEALTHCAREGRANTS@state.sd.us">COVID.HEALTHCAREGRANTS@state.sd.us</a></li> </ul> <p><b>28</b></p> <p>Insert Comments Here</p> <p>Thanks,</p> <p>State of South Dakota</p>
<p>29. After review, if you are deemed Eligible, you'll receive an email indicating you are eligible. The status on the portal will be updated to "Application Sent for Final Review".</p>	<p></p> <p>Hello Tyler,</p> <p>Thank you for submitting your application for the State of South Dakota Small Business and Healthcare Grants program. You are receiving this email because your application has been determined to be complete and has been advanced for final review. <b>Please note</b>, final review requires a comparison of your application with all other applications to determine your application's pro-rata percentage of overall need. In the event this final review determines your pro rata share of grant funds available would be less than the State's threshold, your application will not be eligible for final approval. There is no action required from you at this time. You will be sent an additional communication once a final assistance amount and final approval for your application have been determined.</p> <p><b>29</b></p> <p>Thank you,</p> <p>State of South Dakota</p>
<p>30. After review, if you are deemed Ineligible, you'll receive an email indicating you are ineligible. The status on the portal will be updated to "Ineligible".</p>	<p></p> <p>Dear Tyler Martin:</p> <p><b>30</b></p> <p>Thank you for your application to the South Dakota Small Business or Healthcare Support Grant Program on behalf of Tyler's Test Account. After a careful review of your application and the materials you provided, our team has determined that your business does not meet the eligibility requirements for assistance from the South Dakota COVID Relief Fund. This determination is final. All business information you submitted as part of your application will continue to be held in confidence before being destroyed in accordance with South Dakota law.</p> <p>If you signed a COVID Relief Fund Agreement after submitting your application, this decision and notice that your business is not eligible for assistance means that Agreement is now terminated. Neither you nor the State of South Dakota has further obligation under that Agreement. If you received but did not yet sign a COVID Relief Fund Agreement, please understand any proposed Agreement connected with your application is hereby withdrawn. Please do not attempt to sign the Agreement, as doing so will not create an obligation on the part of the State of South Dakota to provide assistance to your business.</p> <p>Sincerely,</p> <p>The State of South Dakota</p>